

QUANTUM MULTI-ACADEMY TRUST



Supporting students with medical conditions including students with health needs that cannot attend school

POLICY

Version	V1
Date Approved	23.10.2025
Next Review	Autumn 2026
Source	

Change Control – To be REMOVED Prior to Website Publication	
V1	New QMAT Policy

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1. Aims

Quantum Multi-Academy Trust ensures that it supports students with medical conditions so that they can play an active role in school life and the school community. As an inclusive Trust, we are committed to ensuring that those pupils/students with long term and complex medical conditions are provided with the ongoing support to enable them to manage their conditions whilst in school, keep well and progress academically.

This policy aims to ensure that:

- Students, staff and parents/carers understand how our schools will support pupils/students with medical conditions in our schools.
- Students with medical conditions are supported to allow them to access the same education as other students.
- The school community is kept safe by risk assessing the needs of students with medical conditions
- A suitable education is arranged for students on roll who cannot attend school due to health needs
- The Trust Board will implement this policy by:
 - Making sure sufficient staff are suitably trained
 - Making staff aware of students' conditions, where appropriate
 - Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
 - Providing supply teachers with appropriate information about the policy and relevant students
 - Developing and monitoring individual healthcare plans (IHPs)

2. Legislation and statutory responsibilities

This policy has been developed in line with the Department for Education's guidance published in December 2015 – [‘Supporting students at school with medical conditions’](#) and meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting students in their school with medical conditions.

3. Roles and responsibilities

3.1 The Trust Board

The Trust board has ultimate responsibility to make arrangements to support students with medical conditions. The Trust board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting students with medical conditions.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a student's medical needs and that this information is kept up to date

3.3 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs including any updates/changes during the academic year
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them and the medication that they would normally take. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs and take responsibility for any medication or checks that need to be accessed during the school day.

3.6 School nurses and other healthcare professionals

The school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. The school will need this notification before completing an IHP as the information required will inform the IHP. This will be before the student starts school, wherever possible. They may also support staff to implement a student's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any students identified as having a medical condition.

4. Equal opportunities

Our school(s) are clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from contributing, as long as it is safe to do so.

The school will consider what reasonable adjustments need to be made to enable these students to participate safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place as soon as possible.

See Appendix 1.

6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for students with medical conditions.

Plans will be reviewed at least annually, or earlier if the school is provided with evidence that the student's needs have changed.

Plans will be developed with both the student's and school community's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse- **secondary only**, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the student's condition and how much support is needed. The school will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, mentoring sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, if safe to do so, e.g. risk assessments
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so **and**
- Where we have parents' written consent

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely in the Student Admin/primary school offices. Students will be informed about where their medicines are at all times. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students in the Student Admin/primary school offices.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use and are responsible for keeping this away from other students. All other controlled drugs are kept in a secure cupboard in the Student Admin/primary school offices and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Students managing their own needs

Students will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Students will be allowed to carry their own medicines and relevant devices, if it is safe to do so. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary

- Assume that every student with the same condition requires the same treatment
- Ignore medical evidence or opinion (although this may be challenged)
- Penalise students for their attendance record if their absences are related to their medical condition and medical evidence has been provided for these absences, e.g. hospital appointments

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives or accompany the student to hospital by ambulance.

9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

10. Record Keeping

The Student Admin team/primary school office staff will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Parents will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place.

11. Students who cannot attend school due to a medical condition

In most cases, students with medical conditions will be able to play an active role in the school community and will be able to attend school with an appropriate IHP in place. However, in some extreme circumstances, a student's medical condition may make it impossible or unsafe for them to attend school. In such cases, medical evidence, stating that the student cannot attend school, should be provided by a medical professional.

Initially, the school will attempt to make arrangements to deliver the same high standard of education for children with health needs who cannot attend school.

If the school makes the arrangements:

- Parents will provide medical evidence, stating that the student cannot attend school, to inform the appropriate IHP. This plan will outline how students may access their education.
- A plan will be discussed and agreed between student, parent/carer, the student's year team and the school's first aid co-ordinator from the Student Admin office.
- This arrangement could include a part-time timetable, hospital school or work being sent home.
- This arrangement will always consider reintegration to full-time education.

11.1 If the local authority makes the arrangements

If the school cannot make suitable arrangements, or if it is clear that a child will be away from school for 15 days (consecutive or over the course of the year) or more because of their health needs, Essex County Council will become responsible for arranging suitable education for these children. Medical evidence must be provided in order for this arrangement to take place.

Where full-time education is not in the child's best interest for reasons relating to their physical or mental health, the local authority must arrange an appropriate education on whatever basis it considers to be in the child's best interests.

In cases where the local authority makes the arrangements, our school will:

- Provide to the local authority, at agreed intervals, the full name and address of any students of compulsory school age who are not attending school regularly due to their health needs
- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the student
- Collaborate with the local authority to ensure continuity of provision and consistency of curriculum, including making information available about the curriculum
- Along with the local authority, regularly review the provision offered to ensure it continues to be appropriate for the student and that it is providing suitable education
- Share information with the local authority and relevant health services as required
- When a student has complex or long-term health issues, work with the local authority, parents/carers and the relevant health services to decide how best to meet the student's needs (e.g. through individual support, arranging alternative provision or by them remaining at school, being supported at home and back into school after each absence)
- Where possible, allow the student to take examinations at the same time as their peers and work with the local authority to support this
- Help make sure that the student can be reintegrated back into school successfully

When reintegration is anticipated, work with the local authority to:

- Plan for consistent provision during and after the period of education outside the school, allowing the student, where possible, to access the same curriculum and materials that they would have used in school
- Enable the student to stay in touch with school life (e.g. through newsletters, emails, digital learning platforms, social media platforms, invitations to school events or internet links to lessons from their school), and, where appropriate, through educational visits
- Create individually tailored reintegration plans for each student returning to school, which includes extra support to fill any gaps arising from the absence
- Consider whether any reasonable adjustments need to be made

12. Monitoring arrangements

This policy will be reviewed and approved by the governing board annually.

Appendix 1: Being notified a child has a medical condition

